

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



June 18, 2004

ALL COUNTY INFORMATION NOTICE NO. I-40-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL COUNTY WTW COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) PROGRAM EMPLOYMENT BUREAU ASSIGNMENTS

This is to inform you that the Employment Bureau has made some assignment changes, due to the loss and redirection of staff. These changes include the absorption of many of the former Work Support Services Bureau's staff and functions. An updated listing of Employment Bureau assignments is attached for your reference.

**Requesting Policy Interpretation**

Because of the organizational and staffing changes, many of our staff members have new and/or additional responsibilities. To assist us in facilitating and expediting our responses to county inquiries, we are requesting that counties follow the guidelines below.

- Using the attached form, submit questions by e-mail directly to the contact person and send a copy to the unit manager. If the county does not have e-mail access, please FAX your questions to (916) 654-1048, to the attention of both the contact person and the unit manager.
- Indicate the reason for the question, e.g., training, correct application of guidelines, etc.
- Cite the specific regulations that you believe pertain to your question, and any additional resources with which you have checked, such as All County Information Notices (ACINs), All County Letters (ACLs), staff from other counties, or supervisors, etc.
- Include all relevant details, as questions will be answered based specifically on the information provided. No assumptions will be made in responding to questions.
- Provide your proposed answer and information supporting your conclusion, whenever possible.
- Please note if you have consulted with other California Department of Social Services (CDSS) staff regarding the matter and, if yes, include the name(s) of the contact(s).

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Following these guidelines will help Employment Bureau staff provide responses to county questions more efficiently by reducing the number of calls between CDSS and county staff that are needed to obtain relevant information to formulate responses. We will strive to respond to inquiries within one week. If we are unable to respond within that timeframe, we will contact county staff to update them on the status of the inquiry.

Questions regarding specific forms or notices should be addressed to the contact person assigned to relevant sections of the regulations or subject areas. CDSS will continue to discuss revisions to forms or notices of action (NOAs) with the County Welfare Directors Association County Advisory Team (CAT), and also will continue to submit NOAs to the CAT and Turner Committee for review.

If you have any questions, please call the Employment Bureau staff at (916) 654-2137.

Sincerely,

*Original Document Signed  
By Charr Lee Metsker 6/18/04*

CHARR LEE METSKER, Chief  
Employment and Eligibility Branch

Attachments

c: CWDA

# EMPLOYMENT BUREAU ASSIGNMENTS

Bureau Main Phone Number (916) 654-2137

Bureau Fax Number (916) 654-1048

**Manager, Employment Policy Unit: Milt Yee, (916) 657-3399**

SUBJECT AREA	MPP SECTIONS (If Applicable)	CONTACT PERSON	TELEPHONE NUMBER	E-MAIL ADDRESS
Welfare-to-Work (WTW) Enrollment Requirements	42-702	Ellen Horton	(916) 651-6567	<a href="mailto:Ellen.Horton@dss.ca.gov">Ellen.Horton@dss.ca.gov</a>
18- and 24-Month Time Limits	42-710	Ellen Horton	(916) 651-6567	<a href="mailto:Ellen.Horton@dss.ca.gov">Ellen.Horton@dss.ca.gov</a>
WTW Participation Requirements Program Information for Applicants; Hours of Participation; Appraisal; Job Search; Self-Initiated Programs (SIPs); Assessment; Evaluation; Welfare-to-Work Plan; Reappraisal; Satisfactory Participation	42-711.1 to 42-711.55	May Otow	(916) 654-1394	<a href="mailto:May.Otow@dss.ca.gov">May.Otow@dss.ca.gov</a>
Community Service After Time Limits	42-711.9	Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Exemptions from WTW Participation	42-712	May Otow	(916) 654-1394	<a href="mailto:May.Otow@dss.ca.gov">May.Otow@dss.ca.gov</a>
Good Cause for not Participating	42-713	Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Allowable WTW Activities	42-716.1 [Except 42-716.111(f) and 42-716.111(g)] to 42-716.4	Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Supported Work or Transitional Employment	42-716.111(f) and 42-716.111(g)	Milt Yee	(916) 657-3399	<a href="mailto:Milt.Yee@dss.ca.gov">Milt.Yee@dss.ca.gov</a>
Job Openings	42-716.7	Milt Yee	(916) 657-3399	<a href="mailto:Milt.Yee@dss.ca.gov">Milt.Yee@dss.ca.gov</a>
Grant-Based On the Job Training	42-716.8	Milt Yee	(916) 657-3399	<a href="mailto:Milt.Yee@dss.ca.gov">Milt.Yee@dss.ca.gov</a>
Other Providers of Activities and Services	42-718	Milt Yee	(916) 657-3399	<a href="mailto:Milt.Yee@dss.ca.gov">Milt.Yee@dss.ca.gov</a>
Job Retention (Post-Employment) Services	42-717	Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
School Attendance	42-719	Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Nondisplacement Protection in Work Activities	42-720	Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Noncompliance with Program Requirements	42-721	Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
County Plans for CalWORKs	42-780	Milt Yee	(916) 657-3399	<a href="mailto:Milt.Yee@dss.ca.gov">Milt.Yee@dss.ca.gov</a>
Charitable Choice		May Otow	(916) 654-1394	<a href="mailto:May.Otow@dss.ca.gov">May.Otow@dss.ca.gov</a>
Forms and NOAs (except Child Care)		Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Simplified Food Stamp Program		Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Post-60 WTW Activities		Milt Yee	(916) 657-3399	<a href="mailto:Milt.Yee@dss.ca.gov">Milt.Yee@dss.ca.gov</a>
WTW Activities under Family Reunification		May Otow	(916) 654-1394	<a href="mailto:May.Otow@dss.ca.gov">May.Otow@dss.ca.gov</a>
Learning Disabilities		Ellen Horton	(916) 651-6567	<a href="mailto:Ellen.Horton@dss.ca.gov">Ellen.Horton@dss.ca.gov</a>
Transportation Supportive Services		Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>
Ancillary Supportive Services		Michael Lipkin	(916) 653-5216	<a href="mailto:Michael.Lipkin@dss.ca.gov">Michael.Lipkin@dss.ca.gov</a>

## EMPLOYMENT BUREAU ASSIGNMENTS

Bureau Main Phone Number (916) 654-2137

Bureau Fax Number (916) 654-1048

### Manager, Work Services Policy Unit: Gail Sullivan, (916) 654-1464

SUBJECT AREA	MPP SECTIONS (If Applicable)	CONTACT PERSON	TELEPHONE NUMBER	E-MAIL ADDRESS
Department of Labor WtW Grant Program		Pat Loader	(916) 654-1770	<a href="mailto:Pat.Loader@dss.ca.gov">Pat.Loader@dss.ca.gov</a>
Workforce Investment Act (WIA)		Pat Loader	(916) 654-1770	<a href="mailto:Pat.Loader@dss.ca.gov">Pat.Loader@dss.ca.gov</a>
CalWORKs Partnership Conference		Gail Sullivan	(916) 654-1464	<a href="mailto:Gail.Sullivan@dss.ca.gov">Gail.Sullivan@dss.ca.gov</a>
Mental Health/Substance Abuse Assessment and Treatment Services	42-711.56 to 42-711.57 42-716.5 and 42-716.6	Deanna Brown	(916) 657-3283	<a href="mailto:Deanna.Brown@dss.ca.gov">Deanna.Brown@dss.ca.gov</a>
Mental Health and Substance Abuse Allocation/Expenditures		Deanna Brown	(916) 657-3283	<a href="mailto:Deanna.Brown@dss.ca.gov">Deanna.Brown@dss.ca.gov</a>
Domestic Abuse Services		Pat Loader	(916) 654-1770	<a href="mailto:Pat.Loader@dss.ca.gov">Pat.Loader@dss.ca.gov</a>
Housing (excluding homeless assistance)		Pat Loader	(916) 654-1770	<a href="mailto:Pat.Loader@dss.ca.gov">Pat.Loader@dss.ca.gov</a>
Earned Income Tax Credit (EITC)		Deanna Brown	(916) 657-3283	<a href="mailto:Deanna.Brown@dss.ca.gov">Deanna.Brown@dss.ca.gov</a>
CalWORKs/Child Welfare Partnership Project		Deanna Brown	(916) 657-3283	<a href="mailto:Deanna.Brown@dss.ca.gov">Deanna.Brown@dss.ca.gov</a>
Co-Occurring Disorders		Deanna Brown	(916) 657-3283	<a href="mailto:Deanna.Brown@dss.ca.gov">Deanna.Brown@dss.ca.gov</a>

### Manager, Employment Systems Unit: Karen Kennedy, (916) 657-3400

SUBJECT AREA	MPP SECTIONS (If Applicable)	CONTACT PERSON	TELEPHONE NUMBER	E-MAIL ADDRESS
High Performance Bonus		Voltair Ignacio	(916) 651-7463	<a href="mailto:Voltair.Ignacio@dss.ca.gov">Voltair.Ignacio@dss.ca.gov</a>
Welfare Data Tracking Implementation Project (WDTIP)		Michelle Boone	(916) 654-1451	<a href="mailto:Michelle.Boone@dss.ca.gov">Michelle.Boone@dss.ca.gov</a>
Performance Incentive Funds		Sandy Maier	(916) 654-6091	<a href="mailto:Sandy.Maier@dss.ca.gov">Sandy.Maier@dss.ca.gov</a>
Federal Work Participation Requirements and Rates/ WTW 30	42-714 (Handbook Only)	Voltair Ignacio	(916) 651-7463	<a href="mailto:Voltair.Ignacio@dss.ca.gov">Voltair.Ignacio@dss.ca.gov</a>
WTW 25 and 25A Data		Sandy Maier	(916) 654-6091	<a href="mailto:Sandy.Maier@dss.ca.gov">Sandy.Maier@dss.ca.gov</a>
Performance Based Accountability (PBA)		Michelle Boone	(916) 654-1451	<a href="mailto:Michelle.Boone@dss.ca.gov">Michelle.Boone@dss.ca.gov</a>
CalWORKs Budgeting & Expenditures/Use of TANF Funds		Karen Kennedy	(916) 657-3400	<a href="mailto:Karen.Kennedy@dss.ca.gov">Karen.Kennedy@dss.ca.gov</a>
20% Hardship		Voltair Ignacio	(916) 651-7463	<a href="mailto:Voltair.Ignacio@dss.ca.gov">Voltair.Ignacio@dss.ca.gov</a>
Statewide Contracts		Sandy Maier	(916) 654-6091	<a href="mailto:Sandy.Maier@dss.ca.gov">Sandy.Maier@dss.ca.gov</a>
TANF Reauthorization		Sandy Maier	(916) 654-6091	<a href="mailto:Sandy.Maier@dss.ca.gov">Sandy.Maier@dss.ca.gov</a>
Research		Karen Kennedy	(916) 657-3400	<a href="mailto:Karen.Kennedy@dss.ca.gov">Karen.Kennedy@dss.ca.gov</a>

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
EMPLOYMENT BUREAU  
CalWORKs COUNTY REQUEST FOR REGULATION INTERPRETATION**

<b>Requestor Name:</b>	<b>County:</b>
<b>Phone Number:</b>	<b>Subject:</b>
<b>Regulation Cite(s):</b>	<b>References:</b> (Include ACL/ACIN, court cases, etc.)
<b>Date of Request:</b>	<b>Date Response Needed:</b>  <b>Immediate Need Request Justification:</b>  <b>Hearing Number:</b>  <b>Other:</b>

**QUESTION:**

**PROPOSED ANSWER:**